

PROJECT MANAGER, PUBLIC WORKS

DEFINITION:

To coordinate, manage, and monitor the progress of engineering and other technical personnel at all stages of development of a public works capital project or private land development project being processed through the County; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is found only in two divisions of the Department of Public Works. Project Managers are responsible for ensuring that project schedules, costs, and overall quality performance objectives are met across a diverse range of public works projects. The Project Manager is distinguished from the Civil Engineer series in that these positions are primarily responsible for applying project management techniques and principles in multiple technical disciplines within either Engineer Services or Land Development Divisions, while the Civil Engineer series is primarily responsible for applying engineering principles and techniques to specific work assignments.

EXAMPLES OF DUTIES:

Participates in long and short-range public works program planning efforts and studies; makes recommendations to management on the basis of study results; recommends and implements changes to County-wide public works planning processes and policies, including the Capital Project and Detailed Work Program development processes, and a variety of Board of Supervisors policies impacting public works activities; establishes appropriate indicators to track assigned projects in terms of both output and outcome (costs, schedule adherence, and quality); acts as project manager for assigned projects from conception through implementation; prepares cost and scheduling analysis reports for multiple projects; coordinates resource assignment and work performance among multidisciplinary teams to complete required project tasks; researches and evaluates project data for completeness, accuracy and timeliness; identifies initial and ongoing risks associated with assigned projects and develops mitigating factors for consideration; directs the investigation and troubleshooting of problem areas; recommends and oversees corrective actions, when necessary; participates in the review and evaluation of plans and specifications; oversees the preparation of bid specifications and other documents; makes presentations to elected officials, community groups and the public on projects; and coordinates with other County departments and outside public, state and federal agencies.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Project management principles, techniques and tools.
- Cost benefit analysis, planning and budgeting techniques.
- Engineering principles and practices.
- Public administration and management principles, including general administration, human resources management, and fiscal management and accounting.
- Federal, State and local regulatory codes related to public works activities and operations.
- Contract negotiations and administration.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Coordinate, manage, and track multiple project activities on several projects concurrently.
- Utilize computer-based project management tools.
- Manage multidisciplinary project teams.
- Anticipate and evaluate project risks, identify mitigating factors, and resolve problems among Public Works personnel at all levels, other County and non-County agencies, elected officials, industry representatives and the public.
- Communicate effectively both orally and in writing, including preparing and making public presentations on project status.
- Establish and maintain effective working relations and communications with staff at all levels and in various disciplines, the public, and representatives from government, industry, media and other agencies.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which demonstrates possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: A bachelor's degree from an accredited college or university in engineering, land surveying, business administration, public administration or closely related field; AND, five (5) years of experience in public administration, business administration, engineering or related experience in a public works, planning or land development setting.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**License:**

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

Background Investigation:

Must have a reputation for honesty and trustworthiness with no felony convictions. Misdemeanor convictions may be disqualifying depending on number, severity, and recency. Applicants will be subject to a background check.